NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
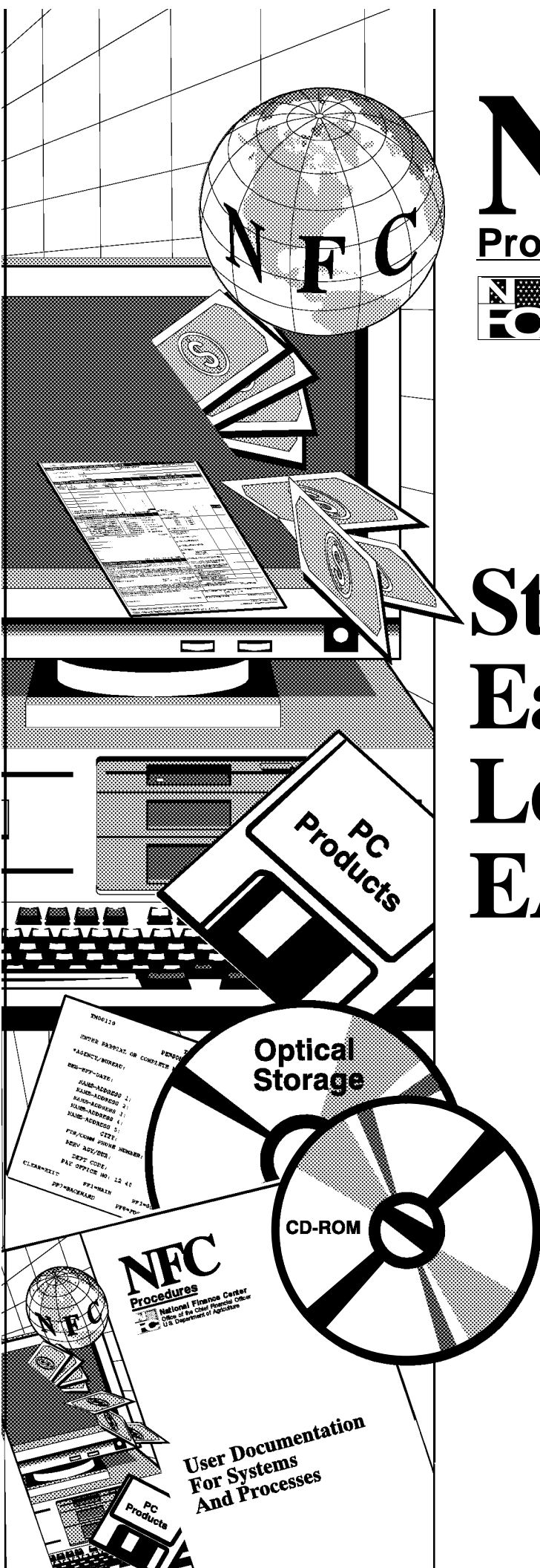U.S. Department of Agriculture

March 31, 1998

Statement of Earnings and Leave System EARN

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 6
Statement of Earnings and Leave System EARN

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Statement of Earnings and Leave System (EARN). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of EARN, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using EARN.

Getting Started in EARN provides step-by-step instructions for logging on and off of EARN.

Searching For An E&L Statement provides step-by-step instructions for searching for an E&L statement.

Viewing And Printing E&L Statement Data provides step-by-step instructions for viewing and printing the E&L statement.

Viewing Year-To-Date Data provides step-by-step instructions for viewing year-to-date data.

Field Descriptions/Instructions For EARN Windows contains instructions for or descriptions of the fields on EARN windows.

Exhibits contains illustrations of the different E&L statement formats.

Appendix contains EARN messages.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. The NFC Publications Catalog located on the NFC home page (*www.nfc.usda.gov*) provides a list of all procedures and bulletins by title and publication date. Customers can choose to view and/or print bulletins from this list.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example	
Messages displayed by the system are printed in *italics*.		The message *Changes have been made. Save changes?* is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	**Note**	For more information on transaction codes, see Title I, Chapter 2, Table Management System (TMGT), Table 032, Transaction Codes.
Figure references link figures with the text. These references are printed in bold sans serif font.		The NFC welcome banner (**Figure 1**) is displayed.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.		To obtain information on help text and windows display, see **EARN Menu Bar**.
References to menu options are printed in ***bold italics***.		To print an E&L statement, select: ***File > Print***
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.		To return to the previous window, click **[Close].**
		At any time during the entry process, you can get help with completing a field by pressing **[F1]**.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required[1]*, *conditional[2]*, *optional[3]*, *optional default[4]*, or *no entry[5]*.	**Agency**	*No entry* Agency code for the employing agency.

[1]**Required**	*You must enter data in the field. (Note: All mandatory fields on EARN windows are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)*
[2]**Conditional**	*You may be required to enter data, based on criteria indicated in the field instructions.*
[3]**Optional**	*You may elect to enter data in the field. If the field is left blank, no data is system generated.*
[4]**Optional default**	*You may elect to enter data. If the field is left blank, the system generates a default entry.*
[5]**No entry**	*You do not enter data in the field. The field instruction states the reason for no entry.*

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504–255–5230.**

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504–255–4630.**

For access to EARN, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

Introduction

This section presents the following topics:

Overview

EARN is a Windows 95/98/NT system designed, developed, and maintained by the National Finance Center (NFC). This system is used to print Statements of Earnings and Leave (also referred to as an *E&L statement*) for employees payrolled by NFC.

The E&L statement is issued biweekly to all employees and provides a breakdown of the employee's gross pay and biweekly deductions for each pay period. It also provides cumulative amounts for the tax year, year-to-date leave status for the leave year, cumulative retirement deductions, and U.S. Savings Bond information. The statement is mailed to the employee's residence address each pay period. The online inquiry system provides 26 pay periods of earnings and leave history, maintains year-to-date files for current earnings, leave, and deductions, and allows for E&L statement reprints.

How EARN Data Is Generated

The data displayed in EARN is generated from the following three types of data processed in the Payroll/Personnel System:

Payroll Actions. This data includes miscellaneous deductions, taxes, retirement, social security, health and life insurance, savings bonds, charitable contributions, union/association dues, and allotments to financial institutions. Payroll actions are processed through NFC's entry systems or transmitted through Employee Express (EEX), and then applied to the Payroll/Personnel database.

Personnel Actions. Personnel data is entered through NFC's entry systems and front-end systems used by the agency, and are applied to the Payroll/Personnel database.

T&A Data. Time and Attendance (T&A) data is prepared, certified, and electronically transmitted to NFC from agency locations. The T&A is then processed and edited through the T&A Validation System (TIME) and the data is applied to the Payroll/Personnel database.

☞ A T&A must be processed for the current pay period to generate an E&L statement.
Note

At the end of each pay period, payroll, personnel, and T&A data are processed through the Payroll Processing System (PAYE). PAYE:

- Computes the employee's gross pay.

- Applies specified deductions.

- Applies adjustments.

- Calculates the net amount due.

- Prepares the salary data issued by the Department of the Treasury.

- Updates the Payroll/Personnel database.

- Feeds data to EARN.

Note EARN is updated immediately after each pass of PAYE. PAYE processes twice a pay period, which is on the first Thursday or Friday, and Saturday after the pay period.

EARN uses the data from PAYE to:

- Print the E&L statements for mailing to employees.

- Maintain online records for viewing by authorized users.

How Other Systems Interface With EARN

Other systems that interface with EARN are described below.

Table Management System (TMGT). TMGT is an online system that contains valid values and descriptions of transaction codes used in the Payroll/Personnel System. Transaction codes and descriptions appearing on the E&L statement are generated from TMGT. These codes include regular time worked, paid absences, overtime, nonpay status, and pay differentials. Informational messages printed in the Remarks section of the E&L statement are specified by designated Department users and NFC personnel, using TMGT Table 105, Earnings Statement Messages. For more information on TMGT, see Title I, Chapter 2, Table Management System (TMGT).

Travel System (TRAV). TRAV provides an integrated network for processing travel authorizations, travel advances, travel vouchers for temporary duty (TDY) and relocation travel, and travel payment tracking for every type of trip. The system is designed to process transactions and provide reports in compliance with both the Federal Travel Regulation (FTR) and the Agriculture Travel Regulations (ATR). TRAV feeds taxable and non-taxable reimbursements to EARN for relocation expenses (moving allowances) that an employee has incurred for the current tax year. Both the amount subject to tax withholding and the amount not subject to tax withholding are included on the employee's Form W–2, Wage and Tax Statement, and identified as moving allowances.

W–2 System. The W–2 Online Processing System (WTWOINQ) is an online/batch database management system that compiles and updates data for the release of the W–2. WTWOINQ displays W–2 information for (1) all salary payments processed in the Payroll/Personnel System or processed manually, (2) moving allowances processed in the Travel System

(TRAV), and (3) the Forest Service Casual Employee Time Reporting System (CETR) payments processed for Federal and non-Federal employees. In addition, corrected W–2 information is also displayed in WTWO when a corrected W–2 is issued. EARN provides the year-to-date amounts to WTWO for the issuance of the W–2.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance.

The agency:

- Enters, transmits, and corrects transactions.

- Personnel office communicates with timekeepers and other applicable staff when processing transactions affect time and attendance, positions, etc.

- Uses NFC procedures and online help as needed, to assist in entering and correcting transactions.

The National Finance Center:

- Provides adequate security to prevent access from unauthorized personnel.

- Accepts payroll and personnel transactions from agencies for processing in the Payroll/Personnel System.

- Provides agencies with the capability to view and modify payroll and personnel transactions that have been transmitted.

- Maintains suspense transactions in the database until they have been corrected or deleted.

- Applies all successfully processed transactions to the Payroll/Personnel database.

- Provides a tutorial and help screen text to assist users in operating the system, entering data, and correcting suspense.

- Provides reporting capabilities either upon demand or automatically.

- Develops regularly scheduled back-ups and recovery procedures.

- Provides documentation of the system.

Access, Security, And Installation

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure, Title VI, Chapter 1, Section 1.

For more information, see:

Requesting Access To EARN

Database Security

Installation

Requesting Access To EARN

To access EARN, you must:

- Use a personal computer and a secured telecommunications link to NFC.

- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Users must request access through their agency's security officer. The request should provide the following information:

- User name

- User social security number

- User ID

- Agency name

- User access request level (payroll; personnel)

- Telephone number

- Application name (EARN)

The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use EARN. The user's logon access (user ID and password) is validated during the logon process.

2. CA TOP SECRET confirms that the user is authorized to use the requested facility.

3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.)*

Validation Process. To facilitate user access to NFC-maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a log on to EARN:

1. The user is prompted to enter his/her user ID and password.

Introduction

2. At the Application icon, the user selects EARN.

3. CA TOP SECRET validates the user ID, password, and access authorization to EARN.

4. Upon verification/validation of the user ID and password, the user is logged on to the NFC mainframe computer and into EARN.

5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessor identification (ACID) name) in order to proceed.

6. The user is allowed to execute the EARN program which will perform his/her assigned function as long as his/her security access for the program match.

7. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.

8. SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:PNDDYYXXXXXXXX where:

N =	5 for Agriculture users
N =	6 for non-Agricultural or non-Treasury users
N =	7 for Treasury users
DD =	the department
YY=	the agency
XXXXXXXX =	the organizational structure

The **alternate SAC entry path** is SAC:QNDDYYXXXXXXXX, where:

N =	5 for Agriculture users
N =	6 for non-Agricultural or non-Treasury users
N =	7 for Treasury users
DD =	the department
YY =	the agency
XXXXXXXX =	the agency defined

The SAC entry in the user's TOP SECRET profiles is read to determine if the access should be allowed.

Note Steps 5 through 8 are transparent to the user.

Installation

Instructions for installing EARN are provided with the software. Be sure to read the hardware and software requirements to ensure that you have the proper equipment and adequate disk space for successful installation.

Reporting

Ad hoc reporting using EARN data is available through the FOCUS Reporting System. For more information on FOCUS reporting, see Title VI, Chapter 5, Section 4, FOCUS Reporting System.

Getting Started In EARN

This section presents the following topics:

Learning About EARN

Starting EARN

Changing Your Password

EARN Banner Window

Exiting EARN

EARN Operating Features

To use EARN, you must have some knowledge of Microsoft Windows. Use your Windows user guide for navigating in a Windows environment.

Learning About EARN

EARN offers online sources to help you learn about the software.

For more information, see:

The Online Tutorial

Online Help

The Online Tutorial

An online tutorial is included with EARN that can be used as a training tool to help customers become familiar with using EARN. It includes an overview of EARN functions and how to navigate through EARN using tool buttons, command buttons, and directional keys.

The tutorial can be run directly from CD–ROM, or installed to individual PC's on a shared LAN drive. Both installation methods create icons on the Start Programs menu under a specified folder. To access the tutorial, at your Windows desktop, click the icon or select:

Start > Programs > National Finance Center > EARN Tutorial

Online Help

The online help feature is available to guide you as you process data in EARN. To get help, select **[Help]** from the menu bar at any window. A drop-down menu is displayed with the following options:

ı   **Help for Help.** Describes Windows help.

ı   **Extended Help.** Contains detailed instructions (e.g., field specifications) abstracted from the EARN procedure that can be used for entering and correcting payroll and personnel transactions.

- **Keys Help.** Describes the tool buttons and function keys.

- **Help Index.** Includes an Index and a Find option. The index is a list of the various types of help where a selection can be made by category to display help text. Find enables you to search for specific words and phrases instead of searching by category.

- **About.** Describes the active window.

For help with a specific field, click the field in question and press **[F1]**.

Starting EARN

To start EARN:

1. At your Windows desktop, select **Start > Programs > National Finance Center > NFC Logon**. The NFC welcome banner (**Figure 1**) is displayed.
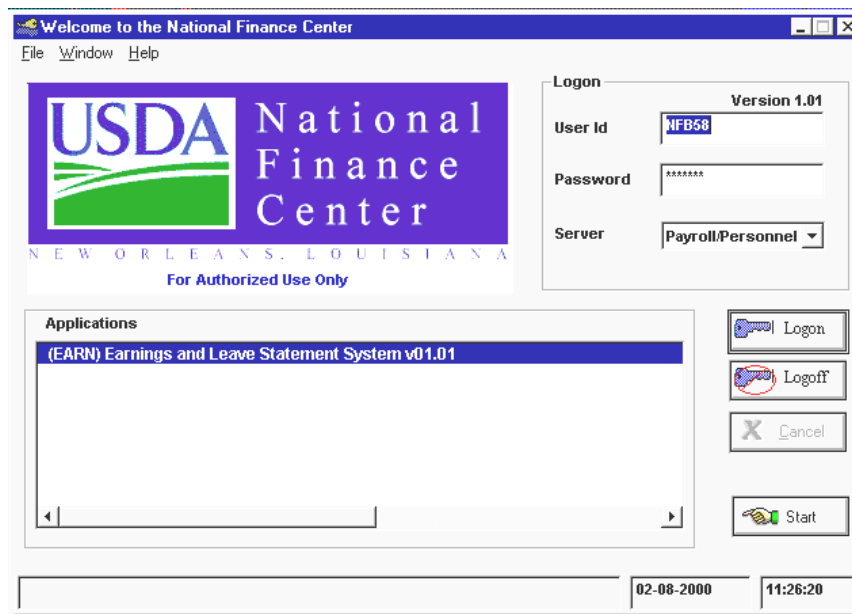

Figure 1. NFC welcome banner

2. Complete the fields in the Logon area as indicated under **NFC Welcome Banner Field Instructions**.

3. Click **[Logon]**. A list of payroll/personnel upgrade applications is displayed.

4. Select **(EARN) Statement of Earning and Leave System Earn V01.01** and click **[Start]**. The EARN banner window (**Figure 3**) is displayed.

☞
Note

You must use the current version of EARN. If the current version is not installed, the EARN banner window will not display. Instead, a message appears indicating that access is denied and the current version must be installed. You cannot access the application nor can you use the prior version.

Changing Your Password

You may change your password at any time but not more than once a day. To change your password:

1. At the NFC Welcome banner, select **File > Change Password**. The Change Password pop-up (**Figure 2**) is displayed.
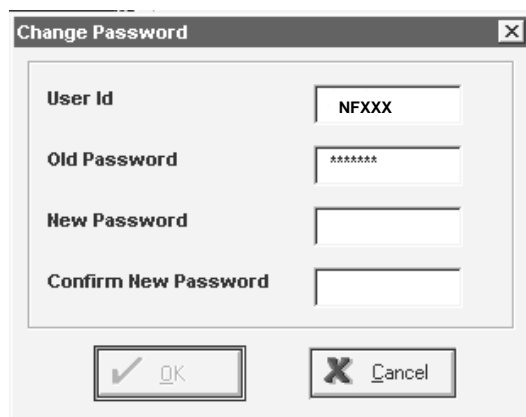

Figure 2. Change Password pop-up

2. Complete the fields as indicated under **Change Password Pop-up Field Instructions**.

3. Click **[OK]** to save the change and exit the pop-up.

EARN Banner Window

After you start EARN, the EARN banner window **(Figure 3)** appears.
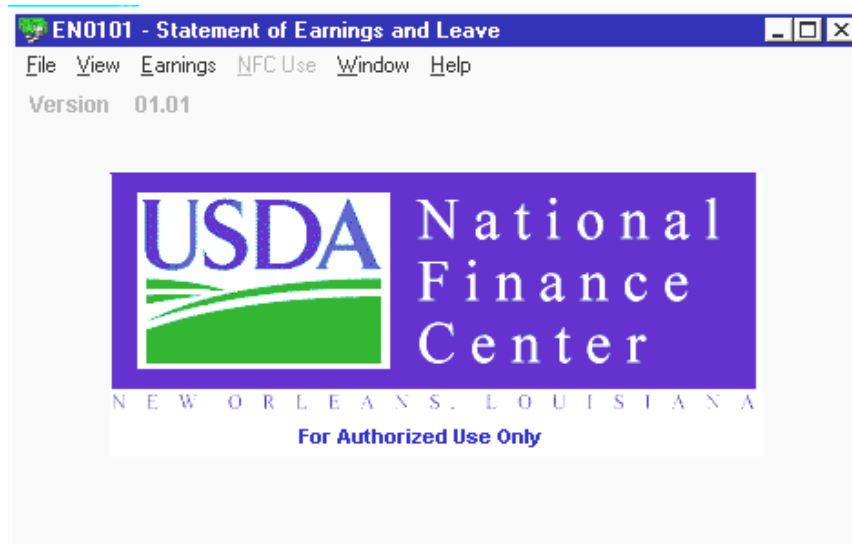

Figure 3. EARN banner window

The menu bar on the EARN banner window displays the following options and drop-down menus:

Menu Bar Option	Drop-down Menu Options	Description	Notes
File	Exit	Used to exit EARN.	
View	Employee List by Name & Agency	Used to search for an E&L statement by the employee's last name and agency.	
	Pay Period List by SSN	Used to search for an E&L statement by the employee's social security number (SSN).	
Earnings	Earnings Statement	Used to search for an E&L statement by the employee's social security number.	
	Year-to-Date Summary	Used to search for the year-to-date summary.	
Window	Tile	Used to automatically resize all open windows and arrange them to fit next to each other on the desktop.	These are Microsoft Windows features. For more information, see your Windows user's guide or select **Help > Help For Help** at the EARN menu bar.
	Cascade	Used to arrange all open windows in an overlapping format so that each title bar is visible.	
Help	Help For Help	Used to view instructions for using the Microsoft Windows help system.	For pop-ups, window-level help is available only if a Help button is on the pop-up. For more information, see **Using Online Help**.
	Extended Help	Used to view information about a specific Help topic.	
	Keys Help	Used to view information about program function keys.	
	Help Index	Used to view an alphabetic list of all Help topics available in EARN.	
	About	Used to view information about the Help topics.	

For more about the menu bar, see **EARN Menu Bar**.

Exiting EARN

To exit EARN:

1. At any EARN menu bar, click ▇ to return to the EARN banner window (**Figure 3**).

2. At the EARN banner window, select **File > Exit** to exit EARN and return to the NFC welcome banner.

☞
Note
To disconnect from the NFC mainframe, click **[Logoff]** at the NFC welcome banner.

EARN Operating Features

EARN is designed in a Windows format, providing mouse-driven, point-and-click functionality; menu bars; pull-down menus; tool buttons; and other Windows features. This section reviews these basic Windows features and describes others that are specific to the EARN application.

👉 **Note** Be sure to read **About This Procedure** to learn what visual aids are used throughout the documentation.

For more information, see:

> **EARN Menu Bar**
>
> **EARN Toolbar**
>
> **EARN Pop-Up Windows**
>
> **EARN Functional/Directional Keys**

EARN Menu Bar

The menu bar appears below the title bar on all EARN windows except pop-ups. Each option on the menu bar displays options for viewing and/or processing transactions. When an option from the menu bar is selected, a *drop-down menu* appears showing a list of options.

👉 **Note** Options shown in light gray are not available for use and do not respond to selection.

EARN Toolbar

The tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. In most cases, the tool button can be used in lieu of the menu bar.

Tool buttons used throughout EARN are shown in the table below. Those that are unique to a particular function are discussed under the topics where they apply.

Tool Buttons

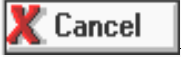| Button	Description
	Used to display search windows that contain various types of search criteria for locating data.
	Used to display the Earnings Statement window.
	Used to display the Employee Detail pop-up.
	Used to display the Bond Account pop-up.
	Used to display the Leave Status pop-up.

Tool Buttons

Button	Description
	Used to display the Mailing Address (Current) pop-up.
	Used to display the Remarks pop-up. Only system-generated remarks are maintained in EARN.
	Used to display the Adjustments pop-up.
	Used to display the Year-To-Date Earnings window.
	Used to display help text.
	Used to exit a window or close a pop-up.

EARN Pop-Up Windows

Pop-up windows do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. EARN pop-ups include the following command buttons used throughout EARN:

WTWO Command Buttons

Button	Description
✔ OK	Used to search for the data entered.
✘ Cancel	Used to to cancel a command or close a pop-up.
? Help	Used to display help.

EARN Functional/Directional Keys

Your keyboard includes the following function keys that can be used in EARN:

Function Keys

Key	Description
Enter	Used to accept/process data.
Tab	Used to move to the next field.
Space Bar	Used to create a space or tab to the next field.
→	Used to move to the next character within a field.
←	Used to move the previous character within a field.
F1	Used to display help.
F3	Used to close a window.
F7	Used to scroll backward.
F8	Used to scroll forward.

Getting Started In EARN

Searching For An E&L Statement

You can search for an E&L statement from the EARN banner window and the Earnings Statement window.

For more information, see:

> **Searching For An E&L Statement From The EARN Banner Window**
>
> **Searching For An E&L Statement From The Earnings Statement Window**

Searching For An E&L Statement From The EARN Banner Window

From the EARN banner window you can search for an employee's E&L statement by the employee's name, social security number (SSN), and the employee's SSN and Pay Period.

For more information, see:

> **Searching For An E&L Statement By The Employee's Name**
>
> **Searching For An E&L Statement By The Employee's SSN**
>
> **Searching For An E&L Statement By SSN And Pay Period**

Searching For An E&L Statement By The Employee's Name

To search for the E&L statement by employee name:

1. At the EARN banner window (see **Figure 3**), select **View > Employee List by Name & Agency**. The Search By Employee Name pop-up (**Figure 4**) appears.
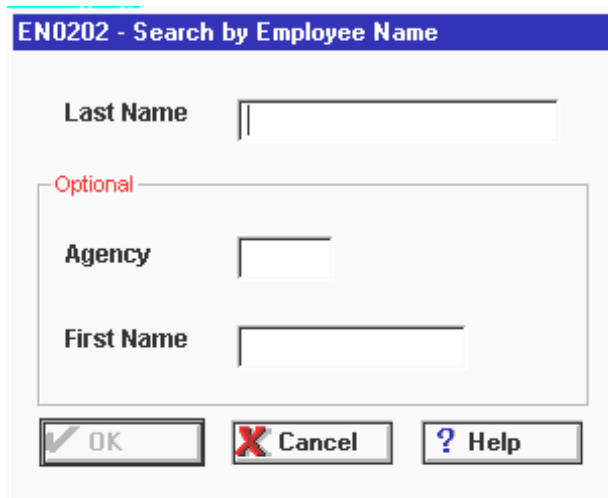
Figure 4. Search By Employee Name pop-up

2. Complete the fields as indicated under Search By Employee Name Pop-up Field instructions.

3. Click **[OK]** to search for the specified data. The Employee List By Name window (**Figure 5**) is displayed for the specified data. This window list all employees who meet the selection (search) criteria. For descriptions of the fields displayed on this window, see **Employee List By Name Window Field Descriptions**.

Figure 5. Employee List By Name window

4. Scroll to and highlight the appropriate employee's name.

5. Click [$] to display the Earnings Statement Window (see **Figure 9**) with the specified data.

Searching For An E&L Statement By The Employee's SSN

To search for the E&L statement by SSN:

1. At the EARN banner window (see **Figure 3**), select **View > Pay Period List by Employee SSN**. The EN0402 – Search pop-up (**Figure 6**) appears.

Figure 6. EN0402 – Search pop-up

2. Complete the fields as indicated under **EN0402 – Search Pop-up Field Instructions**.

3. Click **[OK]** to search for the specified data. The Pay Period List By Employee SSN window (**Figure 7**) is displayed showing data for the specified SSN. This window lists all employees who meet the selection (search) criteria. For descriptions on the fields displayed on this window, see **Pay Period List By Employee SSN Window Field Descriptions**.

Figure 7. Pay Period List By Employee SSN window

4. Scroll to and highlight the appropriate pay period.

5. Click [$] to display the Earnings Statement window (see **Figure 9**) with the specified data.

Searching For An E&L Statement By SSN And Pay Period

To search for the E&L statement by SSN and pay period:

1. At the EARN banner window (**Figure 3**), select *Earnings > Earnings Statement*. The EN0502 – Search pop-up (**Figure 8**) appears.

Figure 8. EN0502 - Search pop-up

2. Complete the fields as indicated under **EN0502 – Search Pop-up Field Instructions**.

3. Click **[OK]**. The Earnings Statement window (see **Figure 9**) appears for the specified data.

☞
Note
When a pay period is not entered on the EN0502 - Search pop-up, the Earnings Statement window displays data for the latest pay period stored in EARN for the selected employee.

Searching For An E&L Statement From The Earnings Statement Window

To search for an E&L statement from the Earnings Statement window (see **Figure 9**):

1. Click 🔍 . The EN0502 Search pop-up (**Figure 8**) appears.

2. Follow the instructions under **Searching For An E&L Statement By SSN And Pay Period** to complete the search.

Viewing And Printing E&L Statement Data

This section presents that following topics:

Viewing An E&L Statement

To view an E&L statement:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

👉
Note

The fields on this window are generated from the Payroll/Personnel System.

Figure 9. Earnings Statement window

2. After viewing the data:

   ♦   To display the Employee Detail pop-up (**Figure 10**), click 🔍

Viewing and Printing E&L
Statement Data

- ◆ To display the Bond Account pop-up (**Figure 11**), click 🖼️

- ◆ To display the Leave Status pop-up (**Figure 12**), click 🚶

- ◆ To display the Mailing Address (Current) pop-up (**Figure 13**), click 📧

- ◆ To display the Remarks pop-up (**Figure 14**), click 📝

- ◆ To display the Adjustments pop-up (**Figure 18**), click ±$

- ◆ To display the Year-To-Date Earnings window (**Figure 20**), click 🔢

- ◆ To exit the window, click 🚪

Viewing Employee Detail Data

To view employee detail data:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click 🔍. The Employee Detail pop-up (**Figure 10**) appears. For descriptions of the fields on this pop-up, see **Employee Detail Pop-up Field Description**s.

👉
Note
The fields on this pop-up are generated from the Payroll/Personnel System.
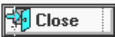
EN0503 - Employee Detail						

Pay Period

Begin	End	No.	T&A Contact Point	Acct. Stat.	Organizational Structure
01-16-2000	01-29-2000	02	90 22 1690 30 92	0010	90 70 30 0070

Personnel Office	Plan	Grade	Step	Salary	Rate	Type Employment
5317	GS	12	08	61836.00	PA	F/T

SCD For Leave	Ret. Deductions this Appointment
06-25-1973	54169.88

[Close]

Figure 10. Employee Detail pop-up

3. Click **[Close]** to return to the Earnings Statement window (**Figure 9**).

Viewing Bond Account Data

To view savings bond(s) allotment data:

1. Use one of the methods described under <u>Searching For An E&L Statement</u> to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click [icon]. The Bond Account pop-up (**Figure 11**) appears. For descriptions of the fields on this pop-up, see **Bond Account Pop-up Field Descriptions**.

☞
Note

The fields on this pop-up are generated from the Payroll/Personnel System.

```
EN0504 - Bond Account

Authorization    Denomination   Deduction       Balance      Number   Issue Date
  Number                                         Available    Issued

    1 EE            500.00         125.00          125.00        00      00  0000



                              [🖳] Close
```

Figure 11. Bond Account pop-up

3. Click **[Close]** to return to the Earnings Statement window (**Figure 9**).

Viewing Leave Status Data

To view annual, sick, and compensatory (comp) leave data:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click [icon]. The Leave Status pop-up (**Figure 12**) appears. For descriptions of the fields on this pop-up, see **Leave Status Pop-up Field Descriptions**.

☞ The fields on this pop-up are generated from the Payroll/Personnel System.
Note

Figure 12. Leave Status pop-up

3. Click **[Close]** to return to the Earnings Statement window (**Figure 9**).

Viewing The Employee's Current Mailing Address

To view the employee's current mailing address data:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click ▣. The Mailing Address (current) pop-up (**Figure 13**) appears.

☞ The fields on this pop-up are generated from the Payroll/Personnel System.
Note

Figure 13. Mailing Address (current) pop-up

This pop-up displays the employee's current mailing address established in the Payroll/Personnel System.

☞ **Note**   (1) The employee's current mailing address is updated in EARN after each pass of the Personnel Edit Subsystem (PINE). (2) If the Mailing Address (current) pop-up (**Figure 13**) only displays the employee's name, the employee has no mailing address currently established in the Payroll/Personnel System. To establish the employee's mailing address in the Payroll/Personnel System, an employee address transaction must be processed.

3. Click **[Close]** to return to the Earnings Statement window (**Figure 9**).

Viewing E&L Statement Remarks

To view system-generated remarks printed on the E&L statement during a specific pay period:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click 🖼. The Remarks pop-up (**Figure 14**) appears. This pop-up displays only system-generated remarks printed on the E&L statement during the pay period specified.

☞ **Note**   The fields on this pop-up are generated from the Payroll/Personnel System.

EN0507 - Remarks
SAL CHNG-$ 59067.00PA TO$ 61836.00
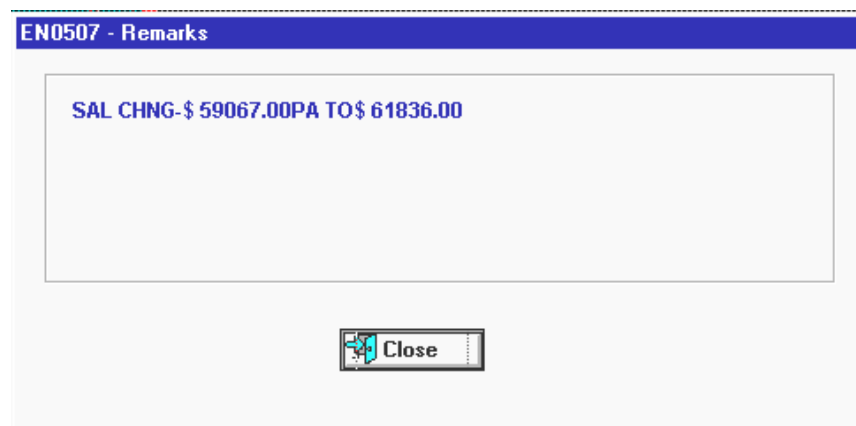
Figure 14. Remarks pop-up

☞ **Note**   Only system-generated remarks are maintained in EARN. Agency specified remarks are not maintained in EARN; therefore, agency specific remarks will not be displayed on this pop-up.

3. Click **[Close]** to return to the Earnings Statement window (**Figure 9**).

Viewing and Printing E&L Statement Data

Printing An E&L Statement

To print a copy of the employee's E&L statement:

1. Select *File > Print* from the Earnings Statement menu bar (**Figure 9**). The Print Earnings Statement pop-up **(Figure 15)** appears displaying two options: Original Reprint and Local Print.
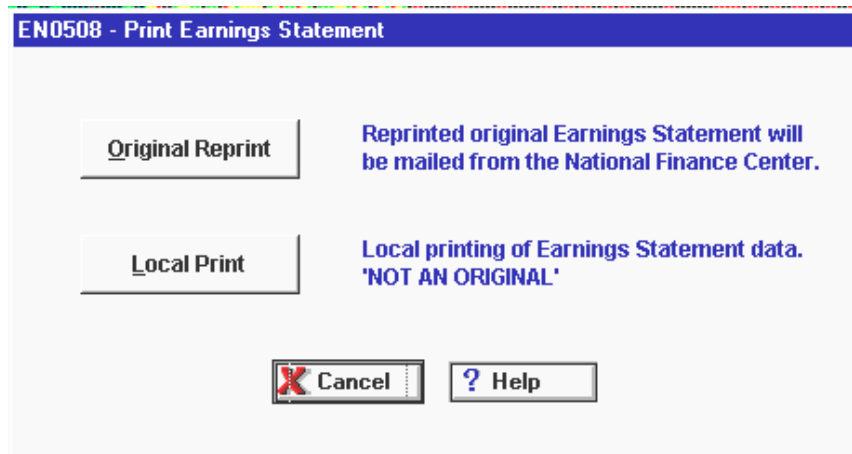
Figure 15. Print Earnings Statement pop-up

2. To request an official copy of the E&L statement (see **Exhibit 1**), click **[Original Reprint].**

    <div align="center">**OR**</div>

    To send an unofficial local print copy of the E&L statement (see **Exhibit 2**) to your local printer, click **[Local Print]**.

    Note   If you click **[Original Reprint]**, the Original Reprint Mailing Address pop-up **(Figure 16)** appears showing the employee's name and current mailing address taken from the Payroll/Personnel System. The employee's current mailing address is updated in EARN after each pass of the Personnel Edit Subsystem (PINE).

Figure 16. Original Reprint Mailing Address pop-up

Note If the Original Reprint Mailing Address pop-up only displays the employee's name, the employee has no mailing address currently established in the Payroll/Personnel System. To establish the employee's mailing address in the Payroll/Personnel System, an employee address transaction must be processed.

3. To send the official copy of the E&L statement to the address shown on the Original Reprint Mailing Address pop-up, click **[OK]**.

> **OR**

To send the official copy of the E&L statement to a one-time specified address, complete the fields as described under **Original Reprint Mailing Address Pop-up Field Instructions**.

4. Click **[OK]**. The Verify Reprint Earnings Statement Address pop-up **(Figure 17)** appears displaying the address you entered.

Viewing and Printing E&L Statement Data

Figure 17. Verify Reprint Earnings Statement Address pop-up

5. If the address is correct, click **[OK]**. If the address is incorrect, click **[Cancel]** to display the Original Reprint Mailing Address pop-up (**Figure 16**) and correct the entry, then click **[OK]**. After the entry is correct and you click **[OK]** at the Verify Reprint Earnings Statement Address pop-up, the E&L statement is printed that night and mailed by NFC as soon as possible.

Note   Entering a different address on the Original Reprint Mailing Address pop-up (**Figure 16**) does not change the employee's mailing address in the Payroll/Personnel System. To change the employee's mailing address in the Payroll/Personnel System, an employee address change transaction must be processed.

Viewing Year-To-Date Data

This section presents that following topics:

Viewing Year-To-Date Adjustments

To view adjustments:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click 　. The Adjustments pop-up (**Figure 18**) appears. For descriptions of the fields on this window, see **Adjustments Pop-up Field Descriptions**.

☞
Note
This pop-up does not display manual adjustments (e.g., NFC–29, Pay Adjustment Document) that are processed by the Payroll/Personnel Operations Section at NFC.

Figure 18. Adjustments pop-up

3. Click **[Close]** to return to the Earnings Statement window.

Viewing Year-To-Date Summary Data

You can view cumulative earnings and deductions year-to-date for the current tax year from the Earn banner window and the Earnings Statement window.

For more information see:

Searching For Year-To-Date Summary Data From The EARN Banner Window

Viewing Year-To-Date Summary Data from the Earnings Statement Window

Searching For Year-To-Date Summary Data From The EARN Banner Window

To view cumulative earnings and deductions year-to-date for the current tax year from the EARN banner window (see **Figure 3**):

1. Select *Earnings > Year-To-Date*. The EN0602 – Search pop-up (**Figure 19**) appears.
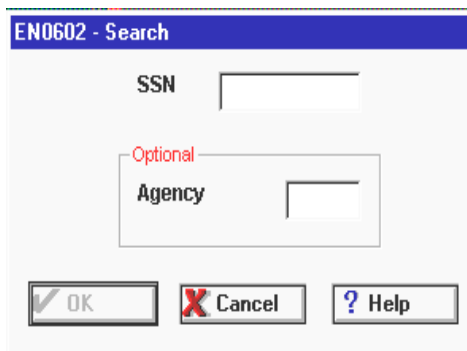
Figure 19. EN0602 - Search pop-up

2. Complete the fields as indicated under **EN0602 – Search Pop-up Field Instructions**.

3. Click **[OK]**. The Year-To-Date Earnings window (see **Figure 20**) appears displaying the specified data. For descriptions of the fields on this window, see **Year-To-Date Earnings Window Field Descriptions**.

Figure 20. Year-To-Date Earnings window

4. After viewing the data:

   ♦ To display the Employee Detail pop-up, click [icon] .

   ♦ To display the Leave Status pop-up, click [icon] .

   ♦ To exit the window, click [icon] .

Viewing Year-To-Date Summary Data From The Earnings Statement Window

To view the cumulative earnings and deductions year-to-date for the current tax year from the Earnings Statement window (**Figure 9**):

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click [icon] . The Year-To-Date Earnings window (**Figure 20**) appears. For descriptions of the fields on this window, see **Year-To-Date Earnings Window Field Descriptions**.

3. After viewing the data:

   ♦ To display the Employee Detail pop-up, click [icon]

   ♦ To display the Leave Status pop-up, click [icon]

   ♦ To exit the window, click [icon]

Viewing Year-To-Date Employee Detail Data

To view year-to-date employee detail data:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click ▣ . The Year-To-Date Earnings window (**Figure 20**) appears. For descriptions of the fields on this window, see **Year-To-Date Earnings Window Field Descriptions**.

3. At the Year-To-Date Earnings window (**Figure 20**), click 🔍 . The Year-To-Date Employee Detail pop-up (**Figure 21**) appears. For descriptions of the fields on this pop-up, see **Year-To-Date Employee Detail Pop-up Field Descriptions**.

☞ **Note**

The fields on this pop-up are generated from the Payroll/Personnel System.

Figure 21. Year-To-Date Employee Detail pop-up

4. Click **[Close]** to return to the Year-To-Date Earnings window (**Figure 20**).

Viewing Year-To-Date Leave Status

To view year-to-date leave status:

1. Use one of the methods described under **Searching For An E&L Statement** to display the Earnings Statement window (**Figure 9**). For descriptions of the fields on this window, see **Earnings Statement Window Field Descriptions**.

2. At the Earnings Statement window (**Figure 9**), click ▣ . The Year-To-Date Earnings window (**Figure 20**) appears. For descriptions of the fields on this window, see **Year-To-Date Earnings Window Field Descriptions**.

3. At the Year-To-Date Earnings window (**Figure 20**), click 🏃 . The Year to Date Leave Status pop-up (**Figure 22**) appears. For descriptions of the fields on this pop-up, see **Year-To-Date Leave Status Pop-up Field Descriptions**.

☞
Note

The fields on this pop-up are generated from the Payroll/Personnel System.

Figure 22. Year-To-Date Leave Status pop-up

4. Click **[Close]** to return to the Year-To-Date Earnings window (**Figure 20**) .

Field Descriptions/Instructions For EARN Windows

This section contains the following topics:

NFC Welcome Banner Field Instructions

The NFC welcome banner (**Figure 1**) is used to log on to NFC applications. For more information, see **Starting EARN**.

User Id
Required, alphanumeric, 8 positions max.
Type your user identification number.

Password
Required, alpha, 6 – 8 positions
Type your unique password. If your password is near expiration, the Password Check pop-up (**Figure 2**) appears; click **[OK]** to close the pop-up. For instructions on changing your password, see **Change Password Pop-up Field Instructions**

Server
Required, alphanumeric
Click **[↓]** to display the drop down menu and select ***[Payroll/Personnel]***.

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 2**) is used to change your password. For more information on changing your password, see **Changing Your Password**.

User Id	*Required, alphanumeric, 6 – 8 positions* Type your user identification number.
Old Password	*Required, alphanumeric, 6 – 8 positions* Type your current password.
New Password	*Required, alphanumeric, 6 – 8 positions* Type your new password.
Confirm New Password	*Required, alphanumeric, 6 – 8 positions* Type the new password again to confirm it was entered as intended.

Search By Employee Name Pop-up Field Instructions

The Search By Employee Name pop-up (**Figure 4**) is used to search for an E&L statement from the EARN banner window or Earning Statement window when the employee's social security number is not known. For instructions on this process, see **Searching For An E&L Statement By The Employee's Name**.

Last Name — *Required, alphanumeric, 17 positions max.*
Type the employee's last name or partial last name to find that employee's E&L statement.

Optional — ∇
Can narrow the search by entering either the employee's first name or agency code in the following fields:

Agency — *Optional, alphanumeric, 2 positions*
Type in the agency code to view E&L statements for an employee in a particular agency.

First Name — *Optional, alphanumeric, 12 positions max.*
Type the employee's first name or partial first name, if known.

Employee List By Name Window Field Descriptions

The Employee List by Name window (**Figure 5**) is used with the Search By Employee Name pop-up to search for an employee's E&L statement when the employee's name is know but the employee's social security number is not known. This window lists all employees who meet the selection (search) criteria entered in the Search by Employee Name pop-up. For instructions on this search process, see **Searching For An E&L Statement By The Employee's Name**. The fields displayed on this window are described below.

Last Name — *No entry*
The employee's last name.

First Name   *No entry*
The employee's first name.

Agency   *No entry*
The agency code of the employing agency.

Name/Agency List Box   ∇

This list box identifies the employee(s) that meet the search criteria.

Name   *No entry*
The last name of the employees who met the search criteria.

First Name   *No entry*
The first name of the employees who met the search criteria.

Middle Name   *No entry*
The middle name or initial of the employees who met the search criteria.

Agency   *No entry*
The agency code of the employees who met the search criteria.

EN0402 – Search Pop-up Field Instructions

The EN0402 – Search pop-up (**Figure 6**) is used to search for an E&L statement from the EARN banner window or Earning Statement window when the employee's social security number is known but the pay period number of the E&L statement is not known. For instructions on this process, see **Searching For An E&L Statement By The Employes's SSN**.

SSN   *Required, numeric, 9 positions*
Type the employee's social security number.

Agency   *Optional, alphanumeric, 2 positions*
Type the employee's agency code, if known.

Pay Period List By Employee SSN Window Field Descriptions

The Pay Period List By Employee SSN window (**Figure 7**) is used with the EN0402 – Search pop-up to search for an employee's E&L statement when the employee's social security number is known. This window displays the employee's name and list up to 26 pay periods of the most current E&L statements. Also shown are the agency code and the beginning date for each pay period. For instructions on this search process, see **Searching For An E&L Statement By The Employee's SSN**. The fields displayed on this window are described below.

SSN   *No entry*
The employee's social security number.

Agency   *No entry*
              The agency code of the employee who met the search criteria.

Name   *No entry*
              The employee's last name, first name, and/or middle name or initial.

Agency/Pay Period   ∇
Information List Box
              This list box identifies the earnings statement pay period(s) that meet the search
              criteria.

Agency   *No entry*
              The agency code of the employee who met the search criteria.

Pay Period   *No entry*
              The pay period number or the earning statement.

Pay Period Begin
Date   *No entry*
              The first day (date) of the pay period for the earnings statement.

EN0502 - Search Pop-up Field Instructions

The EN0502 – Search pop-up (**Figure 8**) is used to search for an employee's
E&L statement when the social security number and the employee's agency
code(s) and/or the E&L statement pay period is known. For instructions on this
process, see **Searching For An E&L Statement By SSN And Pay Period**.

SSN   *Required, numeric, 9 positions*
              Type the employee's social security number.

              ♦   To view another E&L statement for the same employee, make no change and
                  tab to the Pay Period field.

              ♦   To view an E&L statement for another employee, double click the SSN field
                  and type the SSN for that employee.

Optional   ∇
              Can narrow the search by entering either the agency code and/or the E&L
              statement pay period number.

Pay Period   *Optional, numeric, 2 positions*
              Type the pay period number for the E&L statement to be viewed, if known.

Agency   *Optional, alphanumeric, 2 positions*
              Type the employee's agency code, if known.

Earnings Statement Window Field Descriptions

The Earnings Statement window (**Figure 9**) displays the data recorded in the
Payroll/Personnel System database for the specfied pay period. The Earnings

Statement window is divided into two blocks (sections). The first block contains the hours and earnings for the employee for the specified pay period. The second block displays all deductions withheld from the employee's earnings for the specified pay period. For instructions on this function, see **Viewing An E&L Statement**. The fields displayed on this window are described below.

SSN

No entry

The employee's social security number.

Agency

No entry

The agency code for the employing agency.

Name

No entry

The employee's name.

Pay Period

No entry

The pay period for the E&L statement displayed.

Begin Date

No entry

The first day (date) of the pay period for this E&L statement.

Earnings List Box

∇

The earnings list box displays each transaction code (TC), the number of hours, and cumulative year-to-date (YTD) amount for each TC that relates to the employee's earnings for the pay period.

TC

No entry

The transaction codes (TC) used to record the employee's time and attendance on the T&A for this pay period. Time worked includes all hours worked, absences, allowances/differential entitlements, and other entitlements. Each TC represents a specific rate and kind of pay or absence.

Note

For more information on transactions codes, see Title I, Chapter 2, Table Management System (TMGT), Table 032, Transaction Codes.

Suffix

No entry

The transaction suffix codes used to record differential, union representation, etc., on the T&A for this pay period.

Description

No entry

The description of each transaction code and/or suffix code displayed.

Hours PP

No entry

The total number of hours paid in the pay period for each transaction code and/or suffix code displayed.

Hours YTD

No entry

The total number of hours paid year-to-date for each transaction code and/or suffix code displayed.

Earnings PP

No entry

The biweekly amount earned in the pay period for each transaction code and/or suffix code displayed.

Earnings YTD

No entry

The cumulative year-to-date amount earned for each transaction code and/or suffix code displayed.

**Pay Period Hours &
Gross Pay**   ∇

The total number of hours for each TC listed in the earnings list box, gross pay
for the pay period and the YTD amount of earnings.

**Pay Period
Hours**   *No entry*

The total number of hours paid for the pay period displayed.

**Gross Pay
Earnings PP**   *No entry*

The amount of gross pay for the pay period displayed.

**Gross Pat
Earnings YTD**   *No entry*

The cumulative year-to-date gross pay amount for the pay period displayed.

Deductions List Box   ∇

The deductions list box displays each TC, the deduction amount for the pay
period and the cumulative YTD amount for each TC that relates to the employee's
decutions for the pay period.

TC   *No entry*

A list of all the deduction transaction codes used to deduct monies (e.g., Federal
and state tax withholdings, health benefits, etc.) from the employee's net pay
amount.

Note   For more information on transactions codes, see Title I, Chapter 2,
Table Management System (TMGT), Table 032, Transaction Codes.

Suffix   *No entry*

The various transaction suffix codes used to record deductions withheld.

Description   *No entry*

The description of each transaction code and/or suffix code displayed.

Deductions PP   *No entry*

The amount deducted this pay period for each transaction code and/or suffix code
displayed.

Deductions YTD   *No entry*

The cumulative YTD amount deducted for the transaction code and/or suffix code
listed.

Total Deductions   ∇

The total amount of deductions for the pay period and the YTD amount of
deductions.

PP   *No entry*

Total biweekly amount of all deductions (e.g., Federal and state tax withholdings,
health benefits, etc.) withheld for the pay period displayed.

YTD   *No entry*

Cumulative YTD amount of all deductions (e.g., Federal and state tax
withholdings, health benefits, etc.) withheld.

DD/EFT Routing No   *No entry*

The routing number of the financial institution where the employee's net pay is deposited via Direct Deposit/Electronic Funds Transfer (DD/EFT).

Net Pay   ∇

The total amount of net pay for the pay period and the cumulative YTD amount of net pay amount earned.

PP   *No entry*

The amount of net pay (amount of the employee's salary check) for the pay period displayed.

YTD   *No entry*

The cumulative YTD net amount earned for all transaction codes listed.

Employee Detail Pop-up Field Descriptions

The Employee Detail pop-up (**Figure 10**) displays employee detail data (e.g., pay plan, grade, step, etc.). For instructions on this function, see **Viewing Employee Detail Data**. The fields displayed on this window are described below.

Pay Period   ∇

Identifies the pay period dates and the pay period number for the E&L statement.

Begin   *No entry*

The first day (date) of the pay period identified in the Pay Period No. field.

End   *No entry*

The last day (date) of the pay period identified in the Pay Period No. field.

No.   *No entry*

The number of the pay period.

T&A Contact Point   *No entry*

The employee's T&A contact point, which consists of the agency, state, town (city), unit code, and timekeeper.

Acct. Stat.   *No entry*

The agency-assigned accounting station code to which the employee is assigned.

Organizational Structure   *No entry*

The organizational structure code identifying the location of the employee's position.

Personnel Office   *No entry*

The personnel office identifier (POI) to which the employee is assigned.

Salary Information List Box   ∇

This list box identifies the employee(s) pay plan, grade, step, and salary.

| **Plan** | *No entry* |
| | The pay plan of the employee's position for the pay period displayed. |

| **Grade** | *No entry* |
| | The grade of the employee's position for the pay period displayed. |

| **Step** | *No entry* |
| | The step of the grade for the employee. |

| **Salary** | *No entry* |
| | The (adjusted) salary of the employee. |

| **Rate** | *No entry* |
| | The salary rate code (e.g., PA, per annum), which identifies the pay basis for the salary the employee received for the pay period displayed. |

| **Type Employment** | *No entry* |
| | The type of work schedule the employee is scheduled to work for the position the employee occupies for the pay period displayed. |

| **SCD For Leave** | *No entry* |
| | The service computation date (SCD) used to compute the annual leave category. |

| **Ret. Deductions this Appointment** | *No entry* |
| | The cumulative amount of retirement deductions. |

Bond Account Pop-up Field Descriptions

The Bond Account pop-up (**Figure 11**) displays savings bond(s) data when the employee has deductions for savings bonds. For instructions on this function, see **Viewing Bond Account Data**. The fields displayed on this window are described below.

| **Authorization Number** | *No entry* |
| | The authorization number(s) of the savings bond allotment(s) the employee has designated. If the employee has more than one savings bond allotment designated, each allotment is displayed. |

| **Denomination** | *No entry* |
| | The denomination amount (face value) of the savings bond. If the employee has more than one savings bond allotment designated, the denomination amount for each allotment is displayed. |

Note
For series EE savings bonds the denomination amount is double the purchase price. For series I savings bonds the denomination amount is the same as the purchase price.

| **Deduction** | *No entry* |
| | The amount deducted each pay period from the employee's salary for the savings bond allotment(s). If the employee has more than one savings bond allotment designated, the deduction amount for each allotment is displayed. |

**Balance
Available**   *No entry*

The amount of the savings bond deduction which has been applied to the purchase price of the savings bond for the savings bond allotment(s). If the employee has more than one savings bond allotment designated, the balance available for each allotment is displayed.

Number Issued   *No entry*

The number of savings bonds issued for the pay period displayed. If the employee has more than one savings bond issued for the pay period, the number issued for each allotment is displayed.

Issue Date   *No entry*

The month and the year that the savings bond is issued. This date is printed on the face of the savings bond. If the employee has more than one savings bond issued for the pay period, the issue date for each allotment is displayed.

Leave Status Pop-up Field Descriptions

The Leave Status pop-up (**Figure 12**) displays annual leave, sick, and compensatory (comp) leave data. For instructions on this function, see **Viewing Leave Status Data**. The fields displayed on this window are described below:

**Leave Information
List Box**   ∇

This list box identifies the employee(s) leave data.

Type   *No entry*

The three types of leave reported on the E&L statement: annual, sick, and comp (compensatory).

Accrued   *No entry*

The total number of hours accrued for annual, sick, and comp leave during the current leave year.

Used   *No entry*

The total number of hours used for annual, sick, and comp leave during the current leave year.

Balance   *No entry*

The total number of hours available for use for annual, sick, and comp leave.

**Projected Use or
Lose**   *No entry*

The projected number of annual leave hours to be used by the end of the leave year.

**PT Hours
Unapplied**   *No entry*

The number of hours in pay status that do not equal the number of hours necessary to credit one hour of annual or sick leave for a part-time employee.

Max C/O   *No entry*
The maximum amount of annual leave hours to be carried forward to the next leave year.

Leave Category   *No entry*
The employee's annual leave category.

Original Reprint Mailing Address Pop-up Field Instructions

The Original Reprint Mailing Address pop-up (**Figure 16**) displays the employee's name and the current mailing address contained in the Payroll/Personnel System. For instructions on this function, see **Printing An E&L Statement**.

Address Line One   *Required, alphanumeric, 25 positions max.*
Type the first line of the employee's street address. Do not include punctuation marks, such as periods, commas, hyphens, or parentheses.

Address Line Two   *Optional, alphanumeric, 25 positions max.*
Type the second line of the employee's street address, if applicable. Do not include punctuation marks, such as periods, commas, hyphens, or parentheses.

Address Line Three   *Optional, alphanumeric, 25 positions max.*
Type the third line of the employee's street address, if applicable. Do not include punctuation marks, such as periods, commas, hyphens, or parentheses.

City: *Required, alphanumeric, 16 positions max.*
Type the city name. If the city has a two-part name (e.g., ST LOUIS), use a space to separate the two parts. Do not use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

State   *Required, alphanumeric, 2 positions*
Type the standard abbreviation for the state.

ZIP Code   *Required, numeric, 9 positions max.*
Type the 5-digit required ZIP Code plus the optional ZIP+4 Code.

Adjustments Pop-up Field Descriptions

The Adjustments pop-up (**Figure 18**) displays any adjustments made to the employee's year-to-date file. For instructions on this function, see **Viewing Year-To-Date Adjustments**. The fields on this pop-up are described below.

Adjustment Processed in Pay Period XX   *No entry*
The pay period an adjustment to the year-to-date file was made.

SSN	*No entry*	
	The employee's social security number.	

Agency	*No entry*	
	Agency code for the employing agency.	

Name	*No entry*	
	The employee's name.	

Adjustment List Box ∇

This list box identifies the transaction code(s) that were adjusted, the pay period the adjustment(s) were made, and the amount of the adjustment(s).

TC — *No entry*

Lists all the transaction codes used to adjust the employee's year-to-date earnings and deductions. For more information on transactions codes, see Title I, Chapter 2, Table Management System (TMGT), Table 032, Transaction Codes.

Suffix — *No entry*

The various transaction suffix codes.

Description — *No entry*

The description of each displayed transaction code and/or suffix code.

Prior PP YTD — *No entry*

The prior pay period year-to-date amount for each displayed transaction code and/or suffix code.

Adjustment Amount — *No entry*

The amount of adjustment made in the specified pay period for each displayed transaction code and/or suffix code. If the amount being adjusted is negative, the amount is shown with a minus (–) sign.

Pay Period Amount — *No entry*

The pay period amount for each displayed transaction code and/or suffix code.

YTD — *No entry*

The adjusted cumulative year-to-date amount for the displayed transaction code and/or suffix code. The year-to-date amount is the result of the **Prior PP YTD** amount, plus or minus (–) the **Adjustment Amount**, plus the **Pay Period Amount.**

Gross Pay ∇

The amount of gross pay for the prior pay period amount year-to-date (YTD), Adjustment amount, pay period amount, and cumulative YTD amount.

Prior PP YTD — *No entry*

The gross pay prior pay period year-to-date amount for the specified pay period.

Adjustment Amount — *No entry*

The amount of gross pay adjustments made cumulative year-to-date. If the amount being adjusted is negative, the amount is shown with a minus (–) sign.

**Pay Period
Amount**   *No entry*

The amount of gross pay for the specified pay period.

YTD   *No entry*

The cumulative year-to-date amount for the gross pay. The gross pay year-to-date
amount is the result of the **Gross Pay Prior PP YTD** amount, plus or minus (–)
the **Gross Pay Adjustment Amount**, plus the **Gross Pay Pay Period Amount.**

Deductions   ∇

The amount of deductions for the prior pay period amount year-to-date (YTD),
adjustment amount, pay period amount, and cumulative YTD amount.

Prior PP YTD *No entry*

The prior pay period deductions year-to-date amount for the specified pay period.

**Adjustment
Amount**   *No entry*

The amount of adjustment made to the deductions. If the amount being adjusted
is negative, the amount is shown with a minus (–) sign.

**Pay Period
Amount**   *No entry*

The total amount of deductions adjusted in the specified pay period.

YTD   *No entry*

The cumulative year-to-date deductions. The deductions year-to-date amount is
the result of the **Deductions Prior PP YTD Amoun**t, plus or minus (–) the
Deductions Adjustment Amount, plus the **Deductions Pay Period Amount**.

Net Pay   ∇

The amount of net pay for the prior pay period amount year-to-date (YTD),
Adjustment amount, pay period amount, and cumulative YTD amount.

Prior PP YTD *No entry*

The prior pay period net pay year-to-date amount.

**Adjustment
Amount**   *No entry*

The amount of adjustment made to the net pay for the specified pay period. If the
amount being adjusted is negative, the amount will be shown with a minus (–)
sign.

**Pay Period
Amount**   *No entry*

The amount of net pay for the specified pay period.

YTD   *No entry*

The cumulative year-to-date net pay. The net pay year-to-date amount is the result
of the **Net Pay Prior PP YTD Amoun**t, plus or minus (–) the **Net Pay
Adjustment Amount**, plus the **Net Pay Pay Period Amount**.

EN0602 – Search Pop-up Field Instructions

The EN0602 – Search pop-up (**Figure 19**) is used to search for year-to-date summary data from the EARN banner window. For instructions on this process, see **Searching For Year-To-Date Summary Data From The EARN Banner Window**.

SSN
Required, numeric, 9 positions
Type the employee's social security number.

Optional
∇
Can reduce the search by entering the employee's agency code.

Agency
Optional, alphanumeric, 2 positions
Type the employee's agency code, if known.

Year-To-Date Earnings Window Field Descriptions

The Year-To-Date Earnings window (**Figure 20**) displays the cumulative earnings and deductions for the current tax year. For instructions on this function, see **Viewing Year-To-Date Summary Data**. The fields on this pop-up are described below.

SSN
No entry
The employee's social security number.

Agency
No entry
Agency code for the employing agency.

Through Pay Period
No entry
The pay period through which the year-to-date figures include.

Name
No entry
The employee's name.

Earnings
∇
The earnings list box displays each transaction code (TC), the number of hours, and cumulative year-to-date (YTD) amount for each TC that relates to the employee's earnings for the pay period.

TC
No entry
Lists all of the transaction codes used to record the employee's time and attendance on the T&A through the pay period displayed. Time worked includes all hours worked, absences, allowances/differential entitlements, and other entitlements. Each TC represents a specific rate and kind of pay or absence.

Note
For more information on transactions codes, see Title I, Chapter 2, Table Management System (TMGT), Table 032, Transaction Codes.

Suffix
No entry
The various transaction suffix codes used to record differential, union representation, etc., on the T&A through the displayed pay period.

Description
No entry
The description of each displayed transaction code and/or suffix code.

HRS
No entry
The total number of hours worked year-to-date through the pay period specified for each displayed transaction code and/or suffix code.

AMT
No entry
The cumulative year-to-date amount earned for each displayed transaction code and/or suffix code through the pay period specified.

Gross Pay Amt
No entry
The cumulative year-to-date gross pay amount through the pay period specified.

Deductions
∇
The deductions list box displays each transaction code (TC), the deduction amount for the pay period and the cumulative YTD amount for each TC that relates to the employee's deductions for the pay period.

TC
No entry
Lists all of the deduction transaction codes used to deduct monies (e.g., Federal and state tax withholdings, health benefits, etc.) from the employee's net pay amount through the pay period specified.

Note
For more information on transactions codes, see Title I, Chapter 2, Table Management System (TMGT), Table 032, Transaction Codes.

Suffix
No entry
The various transaction suffix codes used to record differential, union representation, etc., on the T&A through the pay period specified.

Description
No entry
The description of each displayed transaction code and/or suffix code.

AMT
No entry
The cumulative year-to-date amount of all deductions (e.g., Federal and state tax withholdings, health benefits, etc.) withheld for each displayed transaction code and/or suffix code through the pay period specified.

Total Deductions
No entry
This field displays the total cumulative year-to-date amount of all deductions (e.g., Federal and state tax withholdings, health benefits, etc.) withheld through the pay period specified.

Net Pay
No entry
The cumulative year-to-date net pay amount through the pay period specified.

Year-To-Date Employee Detail Pop-up Field Descriptions

The Year-To-Date Employee Detail pop-up (**Figure 21**) displays the year-to-date employee detail data (e.g., pay plans, grade, step, etc.). For instructions on this function, see **Viewing Year-To-Date Employee Detail Data**. The fields on this pop-up are described below.

Pay Period   ∇

Begin   *No entry*
The first day (date) of the pay period identified in the Pay Period No. field.

End   *No entry*
The last day (date) of the pay period identified in the Pay Period No. field.

No.   *No entry*
The number of the pay period.

T&A Contact Point   *No entry*
The employee's T&A contact point, which consists of the agency, state, town (city), unit code, and timekeeper.

Acct. Stat.   *No entry*
The agency assigned accounting station code to which the employee is assigned.

Organizational Structure   *No entry*
The organizational structure code identifying the location of the employee's position.

Personnel Office   *No entry*
The personnel office identifier (POI) to which the employee is assigned.

Salary Information List Box   ∇

This list box identifies the employee(s) pay plan, grade, step, and salary.

Plan   *No entry*
The pay plan of the employee's position for the pay period displayed.

Grade   *No entry*
The grade of the employee's position for the pay period displayed.

Step   *No entry*
The step of the grade for the employee.

Salary   *No entry*
The (adjusted) salary of the employee.

Rate   *No entry*
The salary rate code (e.g., PA, per annum), which identifies the pay basis for the salary the employee received for the pay period displayed.

**Type
Employment**   *No entry*

The type of work schedule the employee is scheduled to work for the position the employee occupies for the pay period displayed.

SCD For Leave   *No entry*

The service computation date (SCD) used to compute the annual leave category.

**Ret. Deductions
this Appointment**   *No entry*

The cumulative amount of retirement deductions.

Year-To-Date Leave Status Pop-up Field Descriptions

The Year-To-Date Leave Status pop-up (**Figure 22**) displays the year-to-date annual, sick, and compensatory (comp) leave data. For instructions on this function, see **Viewing Year-To-Date Leave Status**. The fields on this pop-up are described below.

**Leave Information
List Box**   ∇

This list box identifies the employee(s) leave data.

Type   *No entry*

The three types of leave reported on the E&L statement: annual, sick, and comp (compensatory).

Accrued   *No entry*

The total number of hours accrued year-to-date for annual, sick, and comp leave during the current leave year.

Used   *No entry*

The total number of hours used year-to-date for annual, sick, and comp leave during the current leave year.

Balance   *No entry*

The total number of hours available for use for annual, sick, and comp leave.

**Projected Use or
Lose**   *No entry*

The projected number of annual leave hours to be used by the end of the leave year.

**PT Hours
Unapplied**   *No entry*

The number of hours in a pay status that do not equal the number of hours necessary to credit one hour of annual or sick leave for a part-time employee.

Max C/O   *No entry*

The maximum amount of annual leave hours to be carried forward to the next leave year.

Leave Category   *No entry*

The employee's annual leave category.

Exhibits

This section contains exhibits of the different Statement of Earnings and Leave formats.

For more information, see:

1. Form AD–334, Statement Of Earnings And Leave

2. Statement Of Earnings And Leave (Local Print)

3. Form AD–334 With Tool Button References

1. Form AD–334, Statement Of Earnings And Leave

AGENCY NAME												
ANY AGENCY									**60440 2678**		**FORM AD–334** **USDA** **(REV. 6/94)**	

SOCIAL SECURITY NO			PAY PERIOD DATE		P/P	T/A CONTACT POINT	ACCT STAT			PERSNL OFFICE	PAY PLAN	GR	STEP
			MO DAY YR	MO DAY YR									
000	00	0000	XX XX XX	XX XX XX	XX	90 22 1690 01 01	0010	90 70 01	0000	5317	GS	07	09

SALARY		RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT	
23 254 00		PA	F/T	XX XX XX	18 981 81	**STATEMENT OF EARNINGS AND LEAVE**

EARNINGS AND DEDUCTIONS

ITEM		HOURS		AMOUNT	
CODE	DESCRIPTION	P/P	YR. TO DATE	P/P	YR. TO DATE
01	REGULAR TIME	70 00	1 234 00	1 180 20	20 593 56
11	NIGHT DIFFERENTIAL	16 00	261 00	27 04	435 99
61	ANNUAL LEAVE	2 00	105 50	33 72	1 764 57
62	SICK LEAVE	8 00	132 50	134 88	2 203 23
66	OTHER LEAVE		48 00		789 84
17 40	'31 ACT O/T AIR/SEA WKD	24 00	520 00	404 64	8 671 44
17 42	'31 ACT O/T NOT WORKED	26 00			
17 43	'31 ACT O/T AIR/SEA S/H	28 00	520 00	472 08	8 625 36
21	OVERTIME – PREMIUM RATE	1 50	20 50	37 94	518 45
** **	**** *PAY PERIOD HOURS & GROSS PAY *****	175 50		2 290 50	43 602 44
75 02	RETIREMENT @ .80%			10 79	202 80
75 15	THRIFT SAV-FERS TAX DEF			134 88	1 664 52
	* AMT BASED ON 1348.80				
	100% G				
76	SOCIAL SECURITY (OASDI)			142 01	2 704 91
77	FEDERAL TAX EXEMPTS M01			321 43	6 432 22
78	ST TAX IL EXEMPTS 001			63 56	1 237 55
83	FEHBA - ENROLL CODE 472			49 95	936 37
87	UNION/ASSOCIATION DUES 52 2718			11 00	209 00
88 40	TSP LOAN REPAY (FED)			65 75	986 25
97	MEDICARE TAX WITHHELD			33 21	632 59
** **	************** TOTAL DEDUCTIONS **************			832 58	15 006 21
** **	****************** NET PAY ************************			1 457 92	28 596 23
** **	DD/EFT ROUTING NO. XXXXXXXXX				

BOND ACCOUNT							YEAR TO DATE STATUS					
AUTH. NO.	DENOM-INATION	DEDUC-TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE	TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS. UNAPP.	MAX. C/O
						ANN	102 00	103 50	85 50			240 00
						SICK	68 00	100 50	223 00			LEAVE CATEG
						COMP						6
												REMARKS

NAME AND ADDRESS

OFFICIAL PAY DATE XX/XX/XX

Jane Smith
000 Rose Street
New Orleans, LA XXXXX

2. Statement Of Earnings And Leave (Local Print)

```
Local print
                       "STATEMENT OF EARNINGS AND LEAVE"

             Pay Period Date                         Acct  Pay
     SSN       Begin    End      P/P   T&A Contact Pt  Stat  Plan Gr Step
   000000000  01/18/98  01/31/98  02   90 22 1690 30 92  0010   GS  12  07

                 Type    SCD for     Ret Deducts  Organizational  Persnl
    Salary  Rate  Empl    Leave      This Apptmt   Structure       Office
    55508.00  PA  F/T    06/25/73     45959.82    90 70 30 0070     5317

                                    Hours                Amount
_Code____Description_____P/P_____YTD_____P/P_____YTD___
01    REGULAR TIME                   69.25   167.25      1842.05   4435.35
21    OVERTIME - PREMIUM RATE        11.50    11.50       290.38    290.38
61    ANNUAL LEAVE                            35.00                 904.75
62    SICK LEAVE                      1.50     1.50        39.90     39.90
64    COMPENSATORY LEAVE               .25      .25         6.65      6.65
66    OTHER LEAVE                     9.00    36.00       239.40    937.35

      Pay Period Hours & Gross Pay   91.50               2418.38   6614.38

75    RETIREMENT @ 7%                                     148.96    442.68
75 16 THRIFT SAV-CSRS TAX DEF                             106.40    316.20
         AMT BASED ON   2128.00
                        100% C
77    FEDERAL TAX EXEMPTS S00                             500.64   1317.20
78    ST TAX  LA  EXEMPTS 000                              67.44    183.17
81    FEGLI- COVERAGE $  58000                             9.57     28.38
82    OPT FEGLI-AGE BRACKET 3                              20.82     61.76
84    SAVINGS BONDS                                       362.50   1087.50
85    CHARITABLE CONTRIBUTNS                               12.03     35.42
88    SAVINGS ACCT XA93290                                295.00    885.00
97    MEDICARE TAX WITHHELD                                35.07     95.92

                              Total Deductions   1558.43   4453.23
      DD/EFT Routing No.   '012000012   Net Pay    859.95   2161.15
```

```
_____
         Bond Account                    Year-to-Date Leave Status
Auth Denom-   Deduc- Balance   No.  Issue                          PT. Hrs
 No  ination   tion  Avail. Issued Date   Type Accrued  Used Balance Unapp
 1 E  500.00   50.00 150.00               Ann   16.00         256.00
 2 E  500.00   62.50 125.00               Sick   8.00   1.50 1022.50
 3 E 1000.00  250.00          01  01/1998 Comp                 28.00
                                          Project Use/Lose  208.00
                                          Max C/O             240.00
                                          Leave Category        8


     JANE SMITH
     000 ROSE STREET
     NEW ORLEANS, LA xxxxx-xxxx
```

3. Form AD–334 With Tool Button References

This diagram shows the earnings statement data that corresponds to each EARN tool button and its associated window.

[Employee Detail].
Displays the Employee Detail window.

[Earning Statement].
Displays the Earnings Statement window.

[Year-To-Date Summary].
Displays the Year-To-Date Earnings window.

AGENCY NAME
ANY AGENCY
60440 2678 FORM AD–334 USDA (REV. 9-94)

SOCIAL SECURITY NO			PAY PERIOD DATE					P/P	T/A CONTACT POINT	ACCT STAT				PERSNL OFFICE	PAY PLAN	GR	STEP
			MO	DAY	YR	MO	DAY	YR									
900	00	0000	XX	XX	XX	XX	XX	XX	XX	90	22	1690	01 01	0010	90 70 01	0000	5317 GS 07 09

SALARY	RATE	TYPE EMPL.	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT
23 254 00	PA	FT	XX XX XX	18 981 81

STATEMENT OF EARNINGS AND LEAVE

EARNINGS AND DEDUCTIONS

CODE	ITEM DESCRIPTION	HOURS P/P	HOURS YR. TO DATE	AMOUNT P/P	AMOUNT YR. TO DATE
01	REGULAR TIME	70 00	1 234 00	1 180 20	20 593 56
11	NIGHT DIFFERENTIAL	16 00	261 00	27 04	435 99
61	ANNUAL LEAVE	2 00	105 50	33 72	1 764 57
62	SICK LEAVE	8 00	132 50	134 88	2 203 23
66	OTHER LEAVE		48 00		789 84
17 40	'31 ACT O/T AIR/SEA WKD	24 00	520 00	404 64	8 671 44
17 42	'31 ACT O/T NOT WORKED	26 00		472 08	8 625 36
17 43	'31 ACT O/T AIR/SEA S/H	28 00	520 00		
21	OVERTIME – PREMIUM RATE	1 50	20 50	37 94	518 45
** **	**** *PAY PERIOD HOURS & GROSS PAY *****	175 50		2 290 50	43 602 44
75 02	RETIREMENT @ .80%			10 79	202 80
75 15	THRIFT SAV-FERS TAX DEF			134 88	1 664 52
	* AMT BASED ON 1348.80				
	100% G				
76	SOCIAL SECURITY (OASDI)			142 01	2 704 91
77	FEDERAL TAX EXEMPTS M01			321 43	6 432 22
78	ST TAX IL EXEMPTS 001			63 58	1 237 55
83	FEHBA - ENROLL CODE 472			49 95	936 37
87	UNION/ASSOCIATION DUES 52 2718			11 00	209 00
88 40	TSP LOAN REPAY (FED)			65 75	986 25
97	MEDICARE TAX WITHHELD			33 21	632 59
** **	*************** TOTAL DEDUCTIONS ************			832 58	15 006 21
** **	****************** NET PAY *********************			1 457 92	28 596 23
** **	DD/EFT ROUTING NO. XXXXXXXXX				

BOND ACCOUNT

AUTH. NO.	DENOM- INATION	DEDUC- TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE

NAME AND ADDRESS

YEAR TO DATE STATUS

TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS. UNAPP.	MAX. C/O
ANN	102 00	103 50	85 50			240 00
SICK	68 00	100 50	223 00			LEAVE CATEG
COMP						6

REMARKS

Jane Smith
000 Rose Street
New Orleans, LA XXXXX

OFFICIAL PAY DATE XX/XXXXX

[Bond Account].
Displays the Bond Account window.

[Mailing Address (Current)].
Displays the Mailing Address (Current) window.

[Remarks].
Displays the Remarks window.

[Leave Status].
Displays the Leave Status window.

Appendix

This section contains the EARN messages.

EARN Messages

Messages
An Earnings Statement Original Reprint Request Needs A Complete Address
Earnings Statement Not Available For Print – Contact Customer Support
State Must Contain Alpha Characters
ENE1030001: EARN Employee Not Found – Check Security Access and Verify SSN
ENE1036001: EARN Pay Period Not Found
ENE9900001: EARN Application Error – Wrong Version Installed – Customer Support
ENE9900002: EARN Application Error – Navigation Table Error – Customer Support
EARN Messages   Page 1

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

Heading Index